

GeoPlatform Financial SOPs for FY21

1. After AQD/OCIO has received a requirements document and the Independent Government Estimate (IGE) for a new project under the GIS Task Order, the customer will begin working with AQD to start the funding process (based on the IGE).
 - a. Once the customer's funding document (7600B) is ready, it will be sent to the following email address: AQDfundingdocuments@ibc.doi.gov for processing and acceptance. A copy of the funding document shall also be provided to Shannon Triana (shannon_m triana@ibc.doi.gov), the Contracting Officer (CO) for the GIS Task Order, and Jeanne Del Balzo (Jeanne_delbalzo@ibc.doi.gov), the Contract Specialist for this Task Order.
 - b. Included in the fund transfer to AQD is a 3.9% contract support fee for DOI Bureaus, unless the Bureau has a yearly funded support agreement with AQD such as BTFA, or a 4.8% contract support fee for non-DOI agencies. The fee is based on the amount to be awarded on the GeoSpatial Foundational Cloud Hosting Services (FCHS) Task Order.
 - c. The funding process from start to finish can take at least 14 days to complete.
- 1b. If the customer is under the Office of the Secretary, such as the OCIO or OAS, a PR will be entered into FBMS after AQD/OCIO receives and accepts a requirements document and the IGE. The COR entering the PR will inform AQD when the PR is available in PRISM. Proceed to step 3.
2. Once the most current 7600B fund transfer form is received by the AQD business office, the office will review the form. If there any issues with the transfer form, these issues will be identified at this point in the process. Once issues are identified, the form will be returned to the customer for correction. Any processing of the funding document will pause until any necessary corrections are made.
3. Once any issues with the funding document are addressed, the bonafide need and specificity verification will be completed in coordination with the CO.
4. Once the bonafide need and specificity verification is complete, the AQD Business Office will begin the acceptance creation/DD Form 448-2 Approval. Once complete, the approval form will be distributed to all relevant parties.
5. Once the funding process is complete, the AQD Business Office will begin the creation of the Sales Order. Once the Sales Order is approved internally, a Purchase Request (PR) is created and then provided to the CO. The CO will then use the PR to modify the Task Order to add the customer's project to the Order.

- a. If additional funding is required based on the final approved quote from the GeoSpatial FCHS vendor for this project, the 7600B and PR will be amended before the project is executed via Modification on the Task Order.
6. After the funding acceptance is complete, OCIO staff will initiate fund collection for the GeoPlatform (GP) managed service charge using an IAA form, but will accept whatever fund transfer form is preferred by the customer agency. The GP managed service charge is used to fund security activities in maintaining the GP's ATO, technical support provided mainly by Joel Schlagel, on detail to DOI from the US Army Corps of Engineers, and COR support provided by OCIO staff. The OCIO contact is Mark Negri (mark_negri@ios.doi.gov).
 - a. The GP managed service charge rate for DOI Bureaus and non-DOI agencies using the GP Authority to Operate (ATO) is 16.97% on the amount awarded against the GeoSpatial FCHS Task Order including an 11.95% OCIO administrative fee on the GP managed service charge making the total rate 18.998% against the GeoSpatial FCHS Task Order amount.
 - b. The GP managed service for non-DOI agencies not using the GP ATO is 8.8% on the amount awarded against the GeoSpatial FCHS Task Order including an 11.95% OCIO administrative fee on the GP managed service charge making the total rate approximately 9.85% against the GeoSpatial FCHS Task Order amount.